

CITY ATTORNEY

General Statement of Responsibilities: Under the general direction of the City Council, performs professional and administrative legal work for the City. Functions as the legal advisor to the Mayor and department heads with regard to legal authority of the City. Work is performed in accordance with general policies of the City Council, Mayor, and the accepted standards and practices of the legal profession.

Areas of Accountability:

1. Provides advice and recommendations and renders oral and written opinions to the City Council, Mayor and department heads. Attends Council meetings and conferences for the purpose of learning policies underlying official action and gives advice on legal implications involved, including advice as to alternative legal and administrative approaches to the solution of major City problems.
 - Keeps informed of proposed State and Federal legislation affecting the City government;
 - Keeps the Mayor and appropriate management staff members informed on important legal developments which may affect the administration of City government;
 - Maintains current knowledge of innovative ideas and developments and recommends changes in current operations and practices where applicable;
 - Represents the City in important civil actions, prepares pleading, conducts legal research and represents the City at trials and appeals;
 - Draws legal documents, including contracts, leases, deeds, easements, resolutions and ordinances, assists in the drafting and review of proposals and legal documents developed and submitted by management staff members, and passes on the legality of documents affecting or involving the City;
 - Attends meetings of Boards and Commissions, or arranges for staff attendance and acts as staff liaison;
 - Prepares factual, clear, concise, written reports with specific recommendations;
 - Serves as an active team member of management staff teams created to deal with specific problems and issues when a legal perspective is deemed desirable.
2. Directs and coordinates the administration of the Legal Department to assure that the desired level of service is being provided.
 - Supervises the legal work performed by the City by Legal Department staff, monitors the performance of legal work being performed for the City by outside counsel, assists outside counsel in the performance of such work where appropriate and advises the Council with regard to recommendations made by outside counsel;
 - Encourages a team approach within the department.
 - Hires, disciplines and directs employees under his/her control in accordance with personnel, EEO, and Affirmative Action policies of the City;

- Plans and directs training opportunities for departmental employees to develop their potential and ability to function in their jobs;
 - Reviews and evaluates the performance of those departmental employees directly responsible to him/her on a regular basis;
 - Defines and delegates authority and responsibility to appropriate subordinates;
 - Administers applicable personnel policies within the department;
 - Administers the budget of the department.
3. Prepares an annual department budget request, with appropriate justifications.
 4. Makes public presentations and deals with the public on an individual basis.
 - Makes presentations to civic and governmental organizations;
 - Attends and makes presentations to City Council meetings as required;
 - Answers citizen calls and complaints.
 5. Represents the City in metropolitan, state and national organizations where delegated and where the interests of the Council Bluffs community are involved.

Required Knowledge, Skills and Abilities: Thorough knowledge of City Code and charter provisions of general City and State law, with particular reference to municipal legal provisions and of municipal law; thorough knowledge of established precedents and sources of legal reference; good knowledge of judicial procedure and rules of evidence; good knowledge of the organization, functions and legal limitations on the authority of the various City departments; ability to determine whether a legal or administrative approach will best resolve a City problem; ability to organize, interpret and apply legal principles and knowledge to complex legal problems; ability to supervise the preparation and trial of important cases and to present material clearly and logically in oral and written form; ability to meet and effectively deal with persons interested or involved in suits against the City; ability to plan and supervise the work of a professional staff.

Acceptable Experience and Training: Member of Iowa Bar and extensive experience in the practice of municipal law.

7-21-89

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